## RFP Due June 30th
by John A. Stey, Associate Director

I recall the words of a Merle Haggard song that went something like, "if we can make it through December, everything is gonna be alright." If we can make it through June, the NER staff all deserve a few days off. The pace this Spring has been hectic and now we sit down to write our proposal in response to the NN/LM™ RFP for the next five year contract due June 30th.

The Regional Advisory Committee (RAC) meeting was held on March 30th in Sturbridge, MA. It was followed by an open forum to discuss the next five year contract. Other than the RAC, few network members attended this meeting. However, the following day, over 70 attended the annual Regional Document Delivery/Interlibrary Loan meeting co-sponsored by NAHSL in Sturbridge. We would like to thank Dan Chudnov from the Cushing Library at Yale University for his presentation on "open source code" for library applications and an introduction to his Docster Model for document delivery. Both meetings were highly successful and minutes are available at **http://www.nnlm.nlm.nih.gov/ner/ network/0003rac.html** and **http://www.nnlm.nlm.nih.gov/ner/network/0003ill.html** for those who could not attend.

NER staff attended spring consortia meetings and met with Resource Library Directors before flying to Vancouver, B.C. for the RML Directors Meeting and MLA. The RML Directors meeting was informative but no surprises surfaced. The DOCLINE sessions provided an overview of the new systems similar to what Ed Donnald has already presented at the consortia meetings. Still no concrete date on when the new systems will go into production other than sometime in June.

Geoffrey Gerrietts, Technology Coordinator, resigned to accept a position at a start-up in San Francisco. He was instrumental in hurdling Y2K and spearheading EFTS2 development. He also provided the NN/ LM WebTeam with valuable assistance as the national web site (**http://www.nnlm.nlm.nih.gov**) continues to evolve. His contributions to the NER program were noteworthy and we wish him the best of luck.

Pam White, Consumer Health Coordinator, has been traveling throughout the region and has met many network members in just a few short months. If you have questions on setting up a consumer health collection, or consumer health resources on the Internet, don't hesitate to call or drop her an e-mail at **pwhite@nso.uchc.edu**. She is also interested in feedback on Medline*plus* and your favorite consumer health web sites.

Back to the RFP. Any ideas, feedback or letters of support for the NER proposal should be mailed to the NER office or e-mailed to John Stey at **stey@nso.uchc.edu** before June 15th. We appreciate your consideration and thanks in advance.

# Who Serves the Public?

by Pam White, Consumer Health Coordinator

Would you like to find a Loansome Doc™ provider for the public in Vermont? How about a library in Rhode Island that does database searching for the public?

The National Network of Libraries of Medicine has made available a new interface to DOCUSER® data at **http://www.nnlm.nlm.nih.gov/members/**.

The information in this database comes from DOCUSER records.  Therefore it's very important that a library keep it's record up to date. If you have ques-tions about updating your DOCUSER record or if you know of an unlisted library you feel should be included in this database please contact Ed Donnald at 860-679-4793 or **donnald@nso.uchc.edu**.



To search the database:
1) Select a service, eg. *reference; Loansome Doc; Internet training; Database searches*
2) Select a state, e.g. *Rhode Island*
3) Select a type of user, eg. *Public; Heatlh Professional*
4) Click on  *Find Libraries*

The result gives you contact information, phone numbers and the services offered to The Public, Unaffiliated Health Professionals and Affiliated Heatlh Professionals.  There are links to both a short ILL record and a Full Record.

The Full Record display shows you all 20 of the DOCUSER screens with data in the appropriate fields.  This is a terrific way to see all of the information associated with an institution at one time.  You may want to print out a copy of your library's record for quick reference to know when information changes.

This database can also be accessed indirectly from **http://www.nnlm.nlm.nih.gov/** by selecting *Health Information*, followed by *Find a Library*.

# Exploring the New Features of PubMed®

by Nancy Putnam, Outreach Coordinator

The history feature has opened up a whole new opportunity for searching PubMed with the addition of numbered sets.  To access the history for the current search session click on the word History located beneath the query text box.  The history page will list all of the searches done with PubMed since you began searching for the day provided not more than one hour has lapsed from the time of your last search query entry.  Each search is ordered numerically in the order they were run, beginning with search number one.  Their arrangement on the history page however may not be in numerical order.  The reason for this is that the searches are arranged on the page according to use.  The search that has been most recently used will be placed at the top of the list with the next recently used beneath that and so on.  Therefore it is not uncommon for the searches to be in a non-sequential order.

| Search | Most Recent Queries | Time | Result |
|--------|---------------------|------|--------|
| #3 | Search #1 AND #2 | 11:05:34 | 10 |
| #2 | Search **searching** | 11:05:03 | 5162 |
| #1 | Search **pubmed** | 11:04:54 | 67 |

To view the results for a previously run query simply click on the number located to the right of the search strategy located in a column labeled Results.  To combine searches clear the text query box by using the Clear button located next to Go.  Type in the # symbol then the number of the search followed by one of the three Boolean operators (AND, OR, NOT) then another # symbol and search number.  Please note that Boolean operators must be used in the history section.  You may combine multiple search sets at one time and intermix new terms, author names, etc. with the set numbers. Click the Go button to run the search. (e.g., #2 AND #6,  or  # 3 AND smith j OR lewis rc)

The history page can not be edited.  You can only delete the entire history, not single search statements.

Things to remember:
· You must type a # symbol before each number.
· You must use Boolean operators typed in all capital letters.
· Your search history will be wiped out after one hour of inactivity or if you close your web browser.
· The maximum number of queries held in History is 100.  Once the maximum is reached the oldest search will be removed to add the most current one.

As always, please call our office for assistance in using this or any other feature of PubMed.


## Index Feature Changes in PubMed

Recently the Index feature of PubMed changed.   If you enter a term in the Index section and Preview it or add it to the query without selecting the term from the Index display, PubMed will run it through the automatic term mapping procedure.

Terms selected from the index are not mapped and the retrieval will be the same as the count shown in the index. (The index count reflects the number of records that carry the term, although MeSH® terms include the count of the term exploded.)

The other difference you will notice is that when you go to this page the Index is not open.  If you enter a term and use the Index button, the Index will display.  Also, the bullet, "Multiple terms selected from Index will be ORed; click AND to add to search." appears on the screen only when you use the Index button.

## Drug Information Available on MEDLINE*plus*®

A guide is now available to more than 9,000 prescription and over-the-counter medications provided by the United States Pharmacopeia (USP). See Drug Information on the top left hand side from the home page or directly at **http://www.nlm.nih.gov/medlineplus/druginformation.html**

## Clinical Alerts

Becky Lyon
Deputy Associate Director, Library Operations, NLM

NLM has made new arrangements with the NIH institutes to receive Web-based clinical alerts as they are issued. Links to the alerts are on the NLM web site at **http://www.nlm.nih.gov/databases/alerts/clinical_alerts.html**. Links to this page are available from NLM search systems like PubMed and IGM. Also, NLM will retain an archival copy of each alert for reference purposes.

As you recall, we used to send these via fax and mail to network member libraries. They will now be posted on NLM's website. Network libraries are encouraged to distribute the alerts to health professionals in their institutions by whatever methods seem appropriate.

## NLM's MEDLINE*plus* Adds Medical Encyclopedia

by Naomi Miller, Systems Librarian, NLM

On April 4, 2000, NLM released a major enhancement to its web-based consumer health resource, MEDLINE*plus* (**http://medlineplus.gov**). In addition to nearly 400 medical topic pages, MEDLINE*plus* now includes over 4,000 articles from the **adam.com** medical encyclopedia. This encyclopedia brings health consumers an extensive library of medical images as well as thousands of articles about diseases, tests, symptoms, injuries, and surgeries.

You can browse the encyclopedia by selecting "Medical Encyclopedia" from the left navigation bar of any MEDLINE*plus* page. You may also search the encyclopedia by selecting "Search MEDLINE*plus*" from the left column, typing in your search terms, and selecting the option, "Basic with Medical Encyclopedia" before pressing the "Go" button.

NLM welcomes your comments about MEDLINE*plus*. The easiest way to send your thoughts is from the "We welcome your comments" link at the bottom of every page.

## Electronic DD: Store & Forward

by Ann Devenish, NELINET, Inc.

At the NNLM/NER ILL/DD meeting on Friday, March 31, 2000, I mentioned RLG's "store and forward" service for libraries wanting to implement Ariel for document delivery and contending with concerns from firewall administrators.

I have confirmed with John Eilts at RLG that "store and forward" is available AT NO COST to Ariel users.

For a library to use it through their firewall (provided that it is NOT an address translation firewall!) the firewall administrator will have to allow all traffic to and from that one IP address on ports 419, 421, 422 and 1024-5000 (this latter is chosen by the Winsock applications in Windows and Ariel has no control over the use of those ports for data transfer).

Then the library will address all outgoing traffic to: 204.161.106.157/111.222.333.444, where 111.222.333.444 is the actual address of the recipient. For them to receive documents through this method a library would have to instruct their suppliers to address the documents to 204.161.106.157/555.666.777.888, where 555.666.777.888 is actually their own IP address.

If any library or firewall administrator has any questions about this they should feel free to contact Ariel technical support at: **ariel@aslan.rlg.org**.

Ariel software is available to NELINET members through the Consortial Purchasing Program (CPP). The full version of Ariel (used for scanning & sending and receipt of documents) is $739.50. The print version of Ariel (used for receiving documents only) is $156.00.

If your library is not currently a member of NELINET and is intersted in taking advantage this and other products & services in the CPP, please contact Shelly Edwards for membership information and an application. Her e-mail is **sedwards@nelinet.net**

# The Art of Screen Capture
by Ed Donnald, Network Coordinator & Daniel Dollar, Education Coordinator

It has been said that "a picture is worth a thousand words" and it's as true today as it was when the phrase was coined. The Internet is here to stay and most everyone would agree but knowing what it can do for you and how to do it are two different things. Those of us in the library field are in such a great position to be able to educate the masses, whether it's our selective patrons or people walking in from the street, on the wonders of the Interent. So, as some of us are embracing this challenge and other's of us are being pushed to do so, the graphical image is a powerful tool in the educational arsenal for instruction.

An invaluable addition to any handout or reference material that is produced is an image from the computer screen. To do so, there are lots of possibilities, lots of features and lots of prices. However, there's nothing that says things have to be complicated. There is a readily available, free, simple to use option that you can start using right this moment. Have you ever pressed the Print Screen button, usually located in the upper right corner of the keyboard, and then wondered why nothing was printed out. The secret is this. An image of the computer screen was actually copied to the clipboard and is waiting to be pasted into an application. Two of the most common will be MSWord or PowerPoint. Give it a try. Press Print Screen, open either Word or PowerPoint, and then press Ctrl V (or **Edit**-**Paste**). Pretty cool, huh? One more thing. If you hold the Alt key down while pressing Print Screen, you will only capture the active window. This is different. Minimize a window on your screen and then try both possibilites.

*To crop your screen capture*
From the upper menu bar select **View**, **Toolbars** then **Picture**. Click on the screen capture so that it appears surrounded by square white handles.

Click on the **Crop** icon from the **Picture** toolbar. The **cropping tool** will be placed at the end of the cursor. Place it over one of the square white handles and hold down the left mouse button. The cropping tool will change form to either a T or Angle shape depending on where you are cropping.

Continuing to hold down the mouse button, move the **cropping tool** over the portion of the image to be cropped. A broken line will show what is being removed. Holding the Alt key will allow precise control. Let go of the left mouse button to complete cropping of desired image portion. When finished, click **anywhere outside** of the captured screen image.

Once you have accomplished this you may want to immediately do more with your captured screen. Such as remove the web browser toolbars and the scroll bars along the sides and bottom of the image. You can do this by cropping your image. In Microsoft Word and PowerPoint, it is fairly easy to crop captured screen shots *(see inset)*.

**Capture Screen Programs**

You may find that capturing an entire screen for only a specific image or portion of the screen is a little too cumbersome for you. There are programs you can purchase to make screen captures easier and more precise.

**SnagIt** is one of the most popular Windows screen capture programs. It's functions include image capture (either the whole window, a fixed area, or region you specify), video capture, and an active capture function that allows you to capture a complete web page or long list.

Once loaded on your computer, you can then start-up SnagIt and set the capture parameters. Then pull up a web page and use the "hot key" (<Ctrl> <Shift> and <P>) to carry out the capture. The SnagIt program will open a preview window to show you what was captured and allow you manipulate the image before printing and/or saving. Windows Bitmap is the default file format, but you can select other file formats for your image, before saving it for import into whatever program you are using.

## New DOCLINE® Availability
by Martha Fishel, Public Services Division, NLM

New DOCLINE will be available 24 hours a day, 7 days a week. Exceptions will be planned maintenance to NLM files (LOCATOR*plus*®, PubMed), or of course, unanticipated problems that might bring the system down. Planned maintenance will be announced in advance. Emergency problems will be announced on DOCLINE-L as soon as we are aware of them.

To subscribe:
Send message to
**lists@mailserv.nlm.nih.gov**

In the subject line, put in identifying information. Include your new LIBID and an abbreviated name of your library (e.g. MDUNLM - Natl Lib Med)

In the body of the message type **subscribe DOCLINE-L**

*The Art of Screen Capture*
*Continued from page 5*

You can find out more about SnagIt at **http://www.techsmith.com/products/snagit/**. There is a single-user fee of $39.95, but the program can be evaluated free for 45 days.

There are additional screen capture programs for you to choose from, one of them is **HyperSnap-DX**. HyperSnap has many of the same features as SnagIt, but it only costs $25.00 for a single use license.

There is also a free advertiser sponsored version; you can use HyperSnap free but must look a advertiser's banner ads (perhaps not a bad trade-off). You can find out more about **HyperSnap-DX** at **http://www.hypersnap-dx.com/hsdx/**.

Happy hunting for those screen captures.

## From QuickDOC-L
by Jay Daly

I'm trying to find time to compose and post a report on the meeting in Vancouver, but one piece of news needs to get out first, and be repeated as often as necessary:

Because of the time needed to complete and fully check the ISO ILL Protocol suite before using it as the sole means of transacting ILL activity with DOCLINE, the new QuickDOC will at first perform only the record-keeping function. Transactions themselves will be conducted on the Web DOCLINE, when the final production version comes up at the end of June.

**IMPORTANT:** All QuickDOC users should practice and be familiar with the web version that is now available at **http://www.nlm.nih.gov/docline/**

The way it will work is that, when you Receipt and Print Incoming Requests, you will also save the incoming batch as a file, which QuickDoc will examine to transfer detailed information about the request to your database. The same for outgoing requests, although these have to be done one-at-a-time, at this point. I'll try to automate this as much as possible.

The bottom line is that we want to avoid any gaps in records that might occur when the old system is switched over to the new. This stopgap measure seems the safest way to do this. Additionally, it may also function as a continuing backup method, if problems develop with alternate systems of transmission.

I'll provide detailed instructions on this method ASAP. While it would have been nice to move directly to the protocol, I'm afraid that this work has just taken a lot longer than I thought it would, so it's best to play it safe. I should say that the delay is entirely on my side, alas, and not at NLM, which is planning to have the protocol ready by switchover day. But I think we all agree, nevertheless, that this gradual transition will be safer and less stressful in the long run.

The full report on the meeting will be coming soon.

# NLM Technical Bulletin
National Library of Medicine | National Institutes of Health

## Table of Contents from the NLM Technical Bulletin

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2000 JANUARY–FEBRUARY; 312        ISSN 0146-3055
Home        Back Issues        Index

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Home        Back Issues        Index

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• DOCLINE Events at MLA 2000

*New England Sounding Line*        *March April, 2000*        *Volume 9, Number 6*

*page 7*

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## In this Issue: